



NEW YORK CITY DEPARTMENT OF CORRECTION  
Cynthia Brann, Commissioner

Laura S. Mello  
Senior Counsel | FOIL Officer  
75-20 Astoria Boulevard  
East Elmhurst, New York 11370

718-546-0952  
Fax 718-278-6001

August 27, 2019

Benjamin Lesser  
Muckrock News  
DEPT MR 14944  
411A Highland Avenue  
Somerville, MA 02144-2516

14944-21898808@requests.muckrock.com

Re: FOIL Request (Subject Matter List)  
FOIL #: 2015FR0650

Dear Mr. Lesser:

This is a final response to your request (copy enclosed) for records made pursuant to the New York State Freedom of Information Law. Enclosed please find the Department's Subject Matter List you requested.

Very truly yours,

A handwritten signature in black ink, appearing to read "LSM", written over a horizontal line.

Laura S. Mello  
Records Access Officer

Enclosure  
LSM/amt

MuckRock News  
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Somerville, MA 02144-2516  
14944-21898808@requests.muckrock.com

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Department of Correction  
FOIL Office  
75-20 Astoria Boulevard  
East Elmhurst, NY 11370

June 25, 2019

This is a follow up to request number 2015FR0650:

To Whom It May Concern:

I wanted to follow up on the following New York Freedom of Information Law request, copied below, and originally submitted on Dec. 19, 2014. Please let me know when I can expect to receive a response. You had assigned it reference number #2015FR0650.

Thanks for your help, and let me know if further clarification is needed.

Filed via MuckRock.com  
E-mail (Preferred): 14944-21898808@requests.muckrock.com

2019 JUL 1 PM1:56

For mailed responses, please address (see note):  
MuckRock News  
DEPT MR 14944  
411A Highland Ave  
Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

On Sept. 25, 2015:  
Subject:  
To Whom It May Concern:

I wanted to follow up on the following Freedom of Information request, copied below, and originally submitted on Dec. 19, 2014. Please let me know when I can expect to receive a response, or if further clarification is needed. You had assigned it reference number #2015FR0650.

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14944-21898808@requests.muckrock.com

---

Thanks for your help, and let me know if further clarification is needed.

---

On Sept. 10, 2015:  
Subject:  
To Whom It May Concern:

I wanted to follow up on the following Freedom of Information request, copied below, and originally submitted on Dec. 19, 2014. Please let me know when I can expect to receive a response, or if further clarification is needed. You had assigned it reference number #2015FR0650.

Thanks for your help, and let me know if further clarification is needed.

---

On Aug. 26, 2015:  
Subject:  
To Whom It May Concern:

I wanted to follow up on the following Freedom of Information request, copied below, and originally submitted on Dec. 19, 2014. Please let me know when I can expect to receive a response, or if further clarification is needed. You had assigned it reference number #2015FR0650.

Thanks for your help, and let me know if further clarification is needed.

---

On Aug. 11, 2015:  
Subject:  
To Whom It May Concern:

I wanted to follow up on the following Freedom of Information request, copied below, and originally submitted on Dec. 19, 2014. Please let me know when I can expect to receive a response, or if further clarification is needed. You had assigned it reference number #2015FR0650.

Thank you for your help.

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Thank you for your help.

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411A Highland Ave  
Somerville, MA 02144-2516  
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On July 27, 2015:  
Subject:  
To Whom It May Concern:

I wanted to follow up on the following Freedom of Information request, copied below, and originally submitted on Dec. 19, 2014. Please let me know when I can expect to receive a response, or if further clarification is needed. You had assigned it reference number #2015FR0650.

Thank you for your help.

---

On Dec. 19, 2014:  
Subject:  
To Whom It May Concern:

Pursuant to the New York State Freedom of Information Law (1977 N.Y. Laws ch. 933), I hereby request the following records:

A copy of the current list by subject matter, of all records in the possession of the agency.

Per NEW YORK PUBLIC OFFICERS LAW, ARTICLE 6, Section 87(3):

"Each agency shall maintain:

[....]

(c) a reasonably detailed current list by subject matter, of all records in the possession of the agency, whether or not available under this article. Each agency shall update its subject matter list annually, and the date of the most recent update shall be conspicuously indicated on the list."

I also request that, if appropriate, fees be waived as I believe this request is in the public interest. The requested documents will be made available to the general public free of charge as part of the public information service at MuckRock.com, processed by a representative of the news media/press and is made in the process of news gathering and not for commercial usage.

In the event that fees cannot be waived, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 5 business days, as the statute requires.

MuckRock News  
DEPT MR 14944  
411A Highland Ave  
Somerville, MA 02144-2516  
14944-21898808@requests.muckrock.com

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Sincerely,

Benjamin Lesser

Filed via MuckRock.com  
E-mail (Preferred): 14944-21898808@requests.muckrock.com

For mailed responses, please address (see note):

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**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency:  
Div/Dept:

**072**  
**01-001**

**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**00162**

**CASH BAIL RECEIPT BOOK (CASH BAIL BOOKS)**

The record of the receiving office of cash or securities collected as bail for minor offences; includes the amount of money or a description of the securities collected, defendant's name and signature. May include docket number. This bound volume is letter size, and filed chronologically. Individual receipts are arranged numerically by receipt number.

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**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**00163**

**CASH FINE/FINE PAID BOOKS**

Record of cash fine or bail paid to the Dept. of Corrections. Includes the amount of money paid, the payee, the case, the offense, and the magistrate. This bound volume is 8 1/2" x 8 1/2" and it is filed chronologically. Individual receipts are arranged numerically by receipt number.



**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
Div/Dept: 01-001

**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**00164 INMATE'S ACCOUNT CARD (INMATE CASH CARD)**

This record documents each inmate's account in the institution. Includes date of transaction, voucher number and amount of debit, receipt number, and amount of credit, and balance. THIS 8" X 5 1/2" Card is filed alphabetically by inmate surname. This record is no longer created, but older years are retained in storage.

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**00165 CASHIER'S COMMISSARY SHEET**

Documents inmate's request for funds to purchase items from commissary. Includes inmates name and signature, cell number, and amount requested. Document is legal size and is filed chrono- logically by date of request and numerically by sheet number which corresponds to a floor and tier location.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency:  
Div/Dept:

**072.**  
**01-001**      **CORRECTION, DEPARTMENT OF**  
                 **FACILITIES - ADMINISTRATION**  
**00166**      **PRISONER'S CASH FUNDS**

Official record of cash funds received and disbursed daily and of cash fund balance at end of business day. Includes cashier's daily statement of prisoner's cash funds, cash fund receipts, cash fund disbursements, cashier's daily statement of cash in bank, and itemized record of disbursement. The Prisoner's Cash Fund is processed centrally on Rikers and at the each of the Borough facilities. Filed chronologically by date of daily record.

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**01-001**      **CORRECTION, DEPARTMENT OF**  
                 **FACILITIES - ADMINISTRATION**  
**12264**      **PROPERTY RECEIPT BOOKS**

Consists of receipt books which lists receipt number, institution, date, inmate name, commitment number, where property taken, quantity, and signature. This is a three part receipt book that generated 3 copies. Arranged numerically by receipt number.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 01-001 FACILITIES - ADMINISTRATION

**13206 MANAGERIAL TIME SHEETS**

Consists of time sheets for the managerial staff, which lists name, office, division, week ending period, time in/out, total hours, charges to leave balance, employee signature, date, and approval signatures. This record is maintained by the Facility Personnel Unit. Arranged alphabetically by name, and then chronologically.

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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 01-001 FACILITIES - ADMINISTRATION

**13207 NON-ANNUAL RECORDS**

Consists of attendance sheets, reports, summaries, leave of absence requests, time sheets, and other material of non-annual nature relating to attendance and leave. Arranged alphabetically by name, and then chronologically.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**13208**

**LUMP SUM PAYMENT DATA FILE**

Used for documenting, verifying, and determining whether an employee is to receive a Lump Sum Payment. Consists of workpapers (raw data), copies of affidavits, agreements, notes, payroll cards, memoranda, Leave of Absence Form, Uniformed Management Pay Plan, time balance for management employees, History of Employment Attributes, Employee Performance Service Report. Arranged alphabetically by name.

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**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23011**

**PAYCHECK DISTRIBUTION CONTROL REPORT - COPY**

Lists all checks and/or pay stubs printed for current pay period. Report details pay date and cycle, payment method, payroll number and distribution code, memo, Commissioner and regular checks, employee name, and ID number. Letter size, arranged chronologically.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23012 MONTHLY OVERTIME REPORT - COPY**

Consists of list of correction officers' names, date, reference numbers, and total hours worked. The Facilities Personnel maintain a copy of this report. Arranged chronologically.

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23014 ROLL CALL CERTIFICATIONS**

Used to certify that all uniformed force personnel reported for duty as scheduled. Lists tour commander name, date, tour hours, officer name, rank, reason for absence, and approval signatures. This information is also contained on timesheets retained by the Personnel Division. Arranged chronologically.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency:  
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**CORRECTION, DEPARTMENT OF**  
**FACILITIES - ADMINISTRATION**

**23015**

**OVERTIME REPORTS**

Consists of overtime reports that list institution, date, employee name, title, reason for overtime, signature, amount of overtime hours, shield number, reference number, and Commander's signature of approval. This is considered a source document. The official record is maintained in the Personnel Division.

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**CORRECTION, DEPARTMENT OF**  
**FACILITIES - ADMINISTRATION**

**23019**

**DIRECTIVES**

Contains directives, memos, revisions, procedures and responses. Records are on letter and legal size paper.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION  
23662 INSTITUTIONAL ORDERS**

Designates how Directives are to implemented in the Facilities. Each facility creates their own institutional orders.

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION  
23663 INSTITUTIONAL ORDER LOG BOOK**

Consist of log of all institutional orders also referred to as Institutional Directives which have been implemented. Maintained by Administration.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23754 WORK ORDER LOG BOOK**

Consists of requests for repairs (i.e. plumbing, lighting, etc.). Maintained in all locations.

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23756 PERSONAL EMERGENCY LOG BOOK**

Consists of log of staff who request time off due to a personal emergency. Maintained in the Control Room.



**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
Div/Dept: 01-001

**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23757**

**HEAT SENSITIVE LOG BOOK**

Consists of log of inmates who have been deemed in need of air conditioned housing by medical staff. Maintained in Movement.

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23758**

**OPEN AND CLOSE LOG BOOK**

Consists of log of all housing areas opened and closed in the facility. Maintained in Movement.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
Div/Dept: 01-001

**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23759      MANAGERIAL OVERRIDE LOG BOOK**

Consists of log of all inmates who have been housed in a housing area which does not fit their classification and has been approved by a supervisor. Maintained in Movement.

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23760      COMPUTER DOWN LOG BOOK**

Consist of log of dates, time of inoperable computers. Maintained by the General Office.

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**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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**01-001**

**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23761**

**COMMAND DISCIPLINE LOG BOOK**

Consists of log of all Command Disciplines filed in the facility. Maintained by Administration.

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**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23762**

**MEMORANDUM OF COMPLAINT (UNIFORMED) LOG BOOK**

Consist of log of all Memorandum of Complaints which have been filed in the facility. Maintained by Administration.

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**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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**01-001**

**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23764**

**MEMORANDUM OF COMPLAINTS (CIVILIAN) LOG BOOK**

Consist of log of all Memorandum of Complaints which have been filed in the facility.  
Maintained by Administration.

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Agency:  
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**01-001**

**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23765**

**EMPLOYEE PERFORMANCE LOG BOOK**

Consist of log of all uniformed staff performance evaluations. Maintained by  
Personnel.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
Div/Dept: 01-001

CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION  
**23766      HARSHIP LOG BOOK**

Consist of log of all staff has requested hardships. Maintained by Personnel.

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Agency: 072  
Div/Dept: 01-001

CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION  
**23767      STEADY POST LOG BOOK**

Consists of log of all staff that has been awarded steady posts. Maintained by Personnel.

**NYC - Dept. of Records & Information Services**  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23768**

**FIREARM REQUEST LOG BOOK**

Consist of log of all staff that has requested permission to purchase a firearm.  
Maintained by Personnel.

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Agency:  
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**01-001**

**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23770**

**ADMINISTRATION MONTHLY STATISTICAL REPORT**

A daily schedule of the overtime, sick staff (civilian and uniform), medical  
incompetence, temporarily assigned staff, compensation absence, mutual exchange  
of tour for staff, vacation and time due.

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**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23771**

**MEDICAL INCOMPETENCE REPORT**

A monthly report of medically incompetent uniform staff.

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Agency: 072  
Div/Dept: 01-001

**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23772**

**MONTHLY MEMORANDUM OF COMPLAINT REPORT**

Charges generated by the Trials and Litigation Division when a member of service violates a directive or rules and regulations that are not heard at the command level.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
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CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION

**23774 MONTHLY COMMAND DISCIPLINE REPORT**

A report of uniform staff that violates directives and/or rules and regulations that are heard within the facility.

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Agency: 072  
Div/Dept: 01-001

CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION

**23775 MONTHLY CHRONIC ABSENCE LISTING**

A report of uniform staff who are out sick exceeding 11 days, which the department refers to as chronic.



**NYC - Dept. of Records & Information Services**  
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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23776**

**NEGOTIATED PLEA AGREEMENT & 22RS**

An agreement between uniform staff and Trials and Litigation staff when the staff has been charged with departmental charges. 22R is a personal profile of a uniform staff member.

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Agency: 072  
Div/Dept: 01-001

**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23778**

**MONTHLY INDEFINITE SICK**

A report of staff members who are out sick with no return to duty date.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency:  
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**01-001**

**CORRECTION, DEPARTMENT OF**  
**FACILITIES - ADMINISTRATION**

**23779**

**LIGHT SHIELDS**

Monthly report of lighting shield covers that are in need of cleaning, repair or replacement.

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Agency:  
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**01-001**

**CORRECTION, DEPARTMENT OF**  
**FACILITIES - ADMINISTRATION**

**23780**

**FACILITY BASED CONSTRUCTION REPORT**

Monthly report of construction or repair project being done in that facility.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 01-001 FACILITIES - ADMINISTRATION

**23782 ENHANCED HOME VISITATION**

Monthly report of staff members who are out sick while they are designated as the status of "Chronic Absence."

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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 01-001 FACILITIES - ADMINISTRATION

**23783 INTAKE VENTILATION REPORT**

A monthly report of the ventilation flow in the intake area.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
Div/Dept: 01-001

**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23784 TEMPERATURE MONITORING SCHEDULE**

Weekly report on the temperature reading conducted daily in the housing and service areas.

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Agency: 072  
Div/Dept: 01-001

**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23785 RESCHEDULE/ADDITIONAL TOURS CAPTAIN/ADW**

A monthly schedule and report of additional tours for Assistant Deputy Wardens and Captains other than their regularly assigned tour for the purpose of decreasing the departments' overtime.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23786**

**SANITATION OF SHOWER HEADS**

A weekly schedule of the sanitation of shower heads in the housing areas.

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Agency: 072  
Div/Dept: 01-001

**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23788**

**CLEAN TEAM SCHEDULE**

A monthly report of the sanitizing of shower heads and janitor closets.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
Div/Dept: 01-001

**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23789 LIGHTING NEEDS BEYOND FACILITY REPAIR**

A monthly report of light fixtures that cannot be repaired within the department.

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Agency: 072  
Div/Dept: 01-001

**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23790 MONTHLY HIGH OVERTIME EARNERS REPORT**

Report that is generated, once a uniform staff member has exceeded 57 hours, that reflects the staff member and hours exceeded and the reason why they worked overtime.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency:  
Div/Dept:

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01-001

CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION

23791

**RADIAL RESPONSE REPORT**

Monthly report of the uniform staff needed for radial response. The information included is the uniform staff's rank, name, shield, DOA, address, borough, zip code, home phone number and next of kin telephone number.

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Agency:  
Div/Dept:

072  
01-001

CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION

23801

**MONTHLY ATTENDANCE COUNSELING REPORT**

A report of the uniform staff who is approaching a chronic attendance status.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
Div/Dept: 01-001

**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23803 MAINTENANCE ISSUES BEYOND FACILITY RESOURCES**

A monthly report of maintenance issues beyond the facility resources.

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Agency: 072  
Div/Dept: 01-001

**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23804 TRAINING ISSUES AGENDA**

A monthly report of a request for specific uniform staff to gave various Academy training.



**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
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**23806 RADIATOR MAINTENANCE PROJECT**

A monthly report of the conditions and descriptions of radiators covers.

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Agency: 072  
Div/Dept: 01-001

**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23807 PHOTOCOPY METER READING**

A monthly report of each photocopier meter.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
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CORRECTION, DEPARTMENT OF  
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**23808 EMPLOYEE OF THE MONTH (UNIFORMED AND CIVILIAN)**

A report of all staff selected for Employee of the Month.

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Agency: 072  
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CORRECTION, DEPARTMENT OF  
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**23809 ADW LABOR MANAGEMENT MEETING**

Monthly ADW labor management meeting addressing facility concerns.

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**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
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**23810 CCA LABOR MANAGEMENT MEETING**

Monthly Correction Captains Association labor management meeting addressing facility concerns.

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION**

**23811 COBA LABOR MANAGEMENT MEETING**

Monthly Correction Officers Benevolent Association labor management meeting addressing facility concerns.

**NYC - Dept. of Records & Information Services**  
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Agency: 072  
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CORRECTION, DEPARTMENT OF  
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**23812 CIVILIAN LABOR MANAGEMENT MEETING**

Monthly civilian labor management meetings addressing facility concerns.

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Agency: 072  
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CORRECTION, DEPARTMENT OF  
FACILITIES - ADMINISTRATION

**23813 PHS LABOR MANAGEMENT MEETING MINUTES**

Minutes taken at monthly PHS meeting addressing facility concerns.

**NYC - Dept. of Records & Information Services**  
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Agency: 072 CORRECTION, DEPARTMENT OF  
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**23814 OPEN FORUM MEETING**

Monthly Open Forum Meeting in each facility chaired by the Commanding Officer or designee.

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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 01-001 FACILITIES - ADMINISTRATION

**23815 GATE ONE PASS**

Monthly report of members of service in possession of Gate One passes.

**NYC - Dept. of Records & Information Services**  
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Agency:  
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**072**                      **CORRECTION, DEPARTMENT OF**  
**01-002**                **BELLEVUE HOSPITAL CENTER**

**23007**                      **PATIENT INMATE RECORD FOLDER**

Documents inmate's commitment to Dept. of Corrections hospital prison ward for emergency, out-patient, or in-patient care. Includes inmate's medical condition, history, and treatment and records of inmate's detention or incarceration. May include reports of injuries, infractions, unusual occurrences or investigations, medical or psychiatric evaluations and opinions, and information on narcotics abuse and treatment. Letter size, arranged alphabetically.

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**072**                      **CORRECTION, DEPARTMENT OF**  
**01-002**                **BELLEVUE HOSPITAL CENTER**

**23013**                      **INMATE TRANSFERS FILE**

Used for documentation, which verifies the transfer of inmates. Consists of Movement Cards, Inmate Movement Authorization, Movement Counts, and Population Movements. Arranged chronologically.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 01-002 BELLEVUE HOSPITAL CENTER

**23016 PRISONER'S MEAL VOUCHER**

Same as PD form 144-051.

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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 01-002 BELLEVUE HOSPITAL CENTER

**23017 INSTITUTIONAL OFFICER'S ASSIGNMENT LOG**

Consists of log which lists incidents of any type, officer's assignment, posts, and officer sign-in/out. Arranged chronologically.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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CORRECTION, DEPARTMENT OF  
BELLEVUE HOSPITAL CENTER

**23018**

**ADMINISTRATIVE/GENERAL SUBJECT CORRESPONDENCE FILE**

Used for administrative purposes. Consists of Court information, copies of directives, Equal Employment Opportunity, Inmate grievance Program, and other general information regarding Correction/Personnel Division. Arranged alphabetically.

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01-003

CORRECTION, DEPARTMENT OF  
ASSISTANT CHIEF OF SECURITY

**25477**

**IMMIGRATION DETAINER FOLDERS**

Consist of log of inmates who have Immigration Detainers. Documents the disposition of the investigation conducted by the Office of Custody Management according to the Immigration Laws. Includes inmate commitment number, type of commitment, name of inmate, charge, amount of fine or length of sentence and the name of the court.



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**OFFICIAL - RECORDS RETENTION SCHEDULE**

Agency: 072  
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**CORRECTION, DEPARTMENT OF  
ASSISTANT CHIEF OF SECURITY**

**25478 CLASSIFICATION SYSTEM AUDIT FOLDERS**

Folders maintained on each facility must contain the following items: a notification letter advising the facility that an audit will be conducted within 2 weeks from the date of notice; the Entrance Conference meeting listing names of attendees; explanation of Performance Standards; a copy of the previous audit report; interview forms of the areas that are involved for example, the General Office, Classification, Movement, Intake, Adjudication, Security, Inmate Assignment and the Housing areas, work sheets explaining the auditor's findings; a preliminary report of the entire audit; the facilities' response to any deficiencies noted and the final audit report with recommendations.

Agency: 072  
Div/Dept: 01-004

**CORRECTION, DEPARTMENT OF  
TRANSPORTATION**

**25802 WARRANTS**

Consists of Log of Warrants received daily from various courts and law enforcement agencies.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
Div/Dept: 01-004

CORRECTION, DEPARTMENT OF  
TRANSPORTATION

**25803**

**BORO MOVEMENT**

This report is generated by all dispatchers. It is used to track movement of all prisoners to and from various courts, hospitals, etc. Lists inmate's name, remarks and courts.

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Agency: 072  
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CORRECTION, DEPARTMENT OF  
TRANSPORTATION

**25804**

**FACILITY INFORMATION SYSTEM**

This record includes all the statistics for courts, Red ID's, Overtimes, Court Movements, Daily Schedules.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
Div/Dept: 01-004

**CORRECTION, DEPARTMENT OF  
TRANSPORTATION**

**25805 PRISONER MOVEMENT RECEIPT**

This record establishes chain of custody for the movement of prisoners to and from various courts, law enforcement agencies and department of Correction facilities. It lists the date of movement, the inmate's name, commitment number and the signature of the name (s) of person in receipt of the prisoner.

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY**

**23737 OFFICERS' PERSONAL GUN LOG**

Consists of log for personal staff weapons that lists date, revolver serial number, bullets, holster, key number. Officer's name, shield number, signature and location.

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**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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**02-000**      **CORRECTION, DEPARTMENT OF**  
**FACILITIES - SECURITY**

**23738**      **MOVEMENT LOG BOOK**

Log used for keeping track of prisoners, which are moved to and from courts. list inmate name, transferred to court, returned from court, and remarks and counts. All facilities maintain a Movement Log Book

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**FACILITIES - SECURITY**

**23739**      **GENERAL LOG BOOK**

consists of the date and time entries are entered, the equipment on post, staff entering/ exiting the area, unusual incidents, inmate movement (transfers, discharges, services announced; i.e. law library, sick call). All areas have a general log book.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072 CORRECTION, DEPARTMENT OF  
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**23740 TRANSFER LOG BOOK**

Consists of log of inmate movement for transferring inmate outside of the facility.  
Includes transfers in/out of housing area and out of housing area and out of facility.  
Maintained in Inmate Housing Area.

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Agency: 072 CORRECTION, DEPARTMENT OF  
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**23741 RAZOR LOG BOOK**

Consists of entries made when shaving razors are issued to inmates. Maintained in  
Inmate Housing Area

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY**

**23742 ATTORNEY PHONE CALL LOG BOOK**

Consists of inmate attorney phone calls made. Maintained in the Punitive Segregation areas.

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY**

**23743 SHOWER LOG BOOK**

Consists of date, time, name and book and case numbers of inmates afforded a shower. Maintained in the Punitive Segregation areas.

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Agency: 072 CORRECTION, DEPARTMENT OF  
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**23744 PROPERTY LOG BOOK**

Consists of log of inmates' property secured in lockers in housing area. Maintained in the Punitive Segregation areas.

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**23745 NEW ADMISSION LOG BOOK**

Consist of log of all new admission inmates. Includes date, time, name and book and case number of all newly admitted inmates to facility. maintained in the Intake areas.

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**OFFICIAL - RECORDS RETENTION SCHEDULE**

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**CORRECTION, DEPARTMENT OF**  
**FACILITIES - SECURITY**

**23746**

**PIN NUMBER LOG BOOK**

Consists of log of date, time, name and book and case number of phone pin numbers issued to inmates. Maintained in the Intake areas.

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**CORRECTION, DEPARTMENT OF**  
**FACILITIES - SECURITY**

**23747**

**KEY LOG BOOK**

Consists of date, time, name and key number of keys issued to staf (uniformed and civilian). Maintained in the Control Room.



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**OFFICIAL - RECORDS RETENTION SCHEDULE**

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**CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY**

**23748 RADIO LOG BOOK**

Consists of date, time, radio number and name of staff member radio issued to.  
Maintained in the Control Room.

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY**

**23749 INMATE WORK DETAIL LOG BOOK**

Consists of date, time, name and book and case number of all work detail inmates  
searched in the intake. Maintained in the intake areas.

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**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY**

**23750 HOSPITAL OUTPOST LOG BOOK**

Consists of date, time, inmate name and name of essort(s) for Hospital Outposts.  
Maintained in the Control Room.

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY**

**23751 OLEORESIN CAPSICUM SPRAY LOG BOOK**

Consists of log of all Oleoresin Capsicum (pepper spray) canister issued to staff.  
Includes date, time, name, shield number and post). Maintained in the Control Room.

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**NYC - Dept. of Records & Information Services**  
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**23752 FIRES INSPECTION LOG BOOK**

Consists of the accountability of fire safety equipment in fire response area and date and time of last inspection. Maintained in the Control Room.

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**23753 TELETYPE LOG BOOK**

Consists of log of all teletypes received in facility. Maintained in the Control Room.

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**CORRECTION, DEPARTMENT OF**  
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**23755**

**ALARM RESPONSE LOG BOOK**

Consists of log staff who respond to an area where an alarm has been activated and the probe team has been dispatched. Includes the date, time, location of alarm, name, shield number and vest number. Maintained in the Control Room.

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**CORRECTION, DEPARTMENT OF**  
**FACILITIES - SECURITY**

**23763**

**USE OF FORCE LOG BOOK**

Consists of log of all Use of Force incidents. Includes the location, date, time, names of staff involved, inmate(s) and a description of the incident. Entries are entered by the Tour Commander. Maintained in the Control Room.

**NYC - Dept. of Records & Information Services**  
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**23769 INJURY LOG BOOK**

Consists of log of all inmates treated for injuries by medical staff. Maintained in the Clinic.

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**23773 MOVEMENT NEW ADMISSION LOG BOOK**

Consists of log of all inmates who are newly admitted into a facility. Maintained in Movement.

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**CORRECTION, DEPARTMENT OF  
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TRANSFER IN LOG BOOK**

Consists of log of inmates transferred within the facility. Maintained in Movement.

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**CORRECTION, DEPARTMENT OF  
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INFRACTION LOG BOOK**

Consists of log of all inmates infractions written in the facility. Maintained by Security.

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**23787 CONTRABAND LOG BOOK**

Consists of log of all contraband found in facility. Maintained in Security.

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Agency: 072 CORRECTION, DEPARTMENT OF  
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**23792 FIREARM LOG BOOK**

Consists of log of all firearms assigned to the institution and staff personal firearms secured in facility. Maintained in Security.

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**FACILITIES - SECURITY**

**23793**      **HEAD SHOT LOG BOOK**

Consists of log Use of Force incidents in which blows to the head have been reported.  
Includes date, time, staff involved, inmate name and book and case number.  
Maintained in Security.

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**23794**      **PERSONAL BODY ALARM LOG BOOK**

Consist of information on the personal body alarms assigned to the facility by number.  
Maintained in security.

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY**

**23795 PERSONAL FIREARM LOG BOOK**

Consist of all uniformed staff assigned to the facility that have purchased personal firearms while assigned to the facility. Maintained by security.

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY**

**23796 PORTABLE RADIO LOG BOOK**

Consists of all portable radios issued to the facility by number. Maintained by Security.

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**CORRECTION, DEPARTMENT OF  
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**23797**

**USE OF MONITORS LOG BOOK**

Consists of log of status of all security monitors in the facility. Maintained by Security.

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**CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY**

**23798**

**RE ARREST LOG BOOK**

Consists of log all inmates who have been re-arrested for a crime committed in Department of Correction Facility. Maintained by Security.

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**23799 WARRANT LOG BOOK**

Consists of log of all warrants logged on inmates housed in facility. Maintained by Security.

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**23800 FACILITY ISSUED BOOK AND CASE NUMBER LOG BOOK**

Consists of a log all facility issued book and case numbers. Maintained by the General Office.

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CORRECTION, DEPARTMENT OF  
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23802

ARTICLE 730 EXAMINATION LOG BOOK

Consists of log of inmates who have orders for 730 examinations ( court ordered psychological for special observation). Maintained by the gereral office.

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CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY

23805

READINESS EMERGENCY DATA

A monthly update of uniform staff phone numbers in the events of an emergency from Special Operations and Emergency Service/ Canine Unit.

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY**

**23816 SECURITY MONTHLY STATISICAL REPORT**

A statistical report of unusual incident / use of force tracking data (i.e. suicides, homicides, shooting, use of forces, slashing and stabbings).

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY**

**23817 SECURITY MONTHLY VARIANCE REPORT**

A variance report that monitors the violence within the facility and also monitors the decreases or increases in numbers.

**NYC - Dept. of Records & Information Services**  
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**CORRECTION, DEPARTMENT OF  
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**23818 MONTHLY CMC LISTING AND COURT STATUS**

A report of all inmates who are categorized as central monitored cases and / or maximum security cases, this report tracks their movement and their status when they go out of the facility (i.e. court, hospital) and also gives an updated of their disposition from court.

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY**

**23819 MONTHLY EMERGENCY PLANS**

Emergency plans from the facilities.

**NYC - Dept. of Records & Information Services**  
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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY**

**23820 MONTHLY SECURITY EQUIPMENT REPORT / FORM #964**

A monthly report of facility security equipment (i.e. riot vest, daisy chain, flex cuffs, slash shield, security handcuffs).

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY**

**23821 MONTHLY COMMUNICATIONS EQUIPMENT REPORT/ FORM #965**

A report of communication inventory for the facility(i.e. portable radios, base radios, personal body alarms).

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**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
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CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY

**23822 MONTHLY FIRE DRILL SCHEDULE**

A report of the facility fire drill schedule.

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Agency: 072  
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CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY

**23823 FIRE SAFETY COMMITTEE MEETING MINUTES**

Minutes of the fire safety committee meetings. the committee meets monthly.



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**23824 MONTHLY FIRE SAFETY EQUIPMENT INVENTORY REPORT**

Inventory of the fire safety equipment in each facility(i.e. extinguishers, smoke ejector fan, fan, fire hose, etc.) this report also documents if equipment is inoperable or operable.

Agency: 072 CORRECTION, DEPARTMENT OF  
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**23825 DOCUMENTATION OF CONTRAINDICATION**

Monthly report of inmates who have a contraindication which is a medical status that in question because the possibility of a chemical agent may be used against that inmate(i.e. asthma pregnant).

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**CORRECTION, DEPARTMENT OF  
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**23826 FIRE SAFETY RESOLVED AND UNRESOLVED ISSUES**

A monthly report of fire hazards that need to be repaired or replaced as per the fire safety unit.

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
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**23827 MONTHLY CHEMICAL AGENT ACCOUNTABILITY**

A monthly report of chemicals agents use in the facility.

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**NYC - Dept. of Records & Information Services**  
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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
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**23828**

**SERIOUS VERIFIED THREAT**

A monthly report of any physical or verbal threat that has been verified to a fact.

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**CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY**

**23829**

**RED ID / ENHANCED RESTRAINT APPEALS STATUS**

a monthly report of inmate's requests to have their Red ID/ enhanced restraint status overturned.

**NYC - Dept. of Records & Information Services**  
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CORRECTION, DEPARTMENT OF  
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**23830**

**RED ID / ENHANCED RETRAINT STATUS**

A monthly report generated for inmates placed in Red ID/ enhanced restraint status.

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CORRECTION, DEPARTMENT OF  
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**23831**

**RED ID/MEDICAL ASSESSMENT**

A monthly assessment by medical staff of inmates placed in Red ID.

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CORRECTION, DEPARTMENT OF  
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**23832**

**SECURITY DEVICE ACCOUNTABILITY REPORT**

Monthly report of security electronic equipment operability

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CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY

**23833**

**INSPECTION LOCKS/SECURING DEVICES**

Monthly tracking form of inspections of all locking and securing devices.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
Div/Dept: 02-000

CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY

**23834 MONTHLY FIREARMS INVENTORY REPORT/FORM #967**

Monthly tracking of firearms equipment issued to a facility.

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Agency: 072  
Div/Dept: 02-000

CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY

**23835 USE OF FORCE DATA REPORT (DOCNET AND ORIGINAL)**

Monthly tracking of Use of Force Incidents within each facility.

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**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 02-000 FACILITIES - SECURITY

**23836 MOCK DRILL SCHEDULE**

Monthly report of simulated drills in a facility.

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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 02-000 FACILITIES - SECURITY

**23837 ADDITIONAL FIRE DRILLS**

Monthly report of additional simulated fire drills in a facility.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
Div/Dept: 02-000

CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY

**23838 PHASE II VIOLENCE REDUCTION WITH BREAKDOWN**

Monthly breakdown reports of incidents within a facility

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Agency: 072  
Div/Dept: 02-000

CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY  
**23839 STABBING/SLASHING INCIDENTS**

Report of stabbing/slashing incidents for a period of time by each facility.



**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 02-000 FACILITIES - SECURITY

**23840 QUARTERLY EMERGENCY PLANS**

Quarterly Emergency Plans updates reports.

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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 02-000 FACILITIES - SECURITY

**23841 A.M. FACILITY SEARCH SCHEDULE**

Monthly A.M. facility search schedule.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
Div/Dept: 02-000

CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY

**23842**

**USE OF FORCE DATA TRAINING BRIEF AND SIGNED MANIFE**

Use of Force Training briefs read on roll call and signatures verifying such.

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Agency: 072  
Div/Dept: 02-000

CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY

**23843**

**FIRE SAFETY INSPECTION REPORT HVAC**

Monthly fire inspection/HVAC operability report.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
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CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY

**23844**

**VIOLENCE REDUCTION CALENDAR**

Report and calendar of the monthly violence incidents including Use of Force and Unusual Incidents.

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Agency: 072  
Div/Dept: 02-000

CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY

**23845**

**MONTHLY SHARP AUDIT REPORT**

Audit conducted monthly of all sharp items within each facility.

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**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
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CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY

**23846 UNSCHEDULED TOURS OF INSPECTION**

Daily findings report of unscheduled searches.

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Agency: 072  
Div/Dept: 02-000

CORRECTION, DEPARTMENT OF  
FACILITIES - SECURITY

**23911 INSTITUTIONAL CONTROL ROOM LOG BOOK**

Consist of log which lists incidents of any type, assignments, posts and sign-in/out.  
Lists all activities taken place during a tour. This record is similar to a daily blotter.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 02-000 FACILITIES - SECURITY

**23912 FLOOR AND CELL ASSIGNMENTS/SIGN-IN SHEETS**

used to document and verify floor and cell assignments. Sign-in Sheets lists institution, date, To: Officer in Charge, floor officer name, From: floor/cell, To: floor/cell, reason for transfer, officer transferred/shield number, directed by/title/and shield number.

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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 02-000 FACILITIES - SECURITY

**23913 PHONE LOGS**

Consists of legal phone logs that list caller name, inmate name, date, time and Commanding officer and remarks.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency:  
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**02-000**      **CORRECTION, DEPARTMENT OF**  
**FACILITIES - SECURITY**

**23914**      **OFFICERS DAILY POST LOGS**

Consists of log which lists officer's name, every activity that occurs at the post including times and badge number. This record is similar to a daily blotter.

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Agency:  
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**072**  
**02-000**      **CORRECTION, DEPARTMENT OF**  
**FACILITIES - SECURITY**

**23915**      **UNUSUAL INCIDENTS LOG**

Record of unusual incidents which occur. Lists time, area, officer badge number and incident description.

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**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency:  
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**072**                    **CORRECTION, DEPARTMENT OF**  
**02-001**               **DETENTION INSTITUTION FOR MEN / HDM C-76 Rikers Island**

**00146**                **DETENTION INMATE RECORD FOLDER (INMATE DETENTION F**

Documents the detention of adult males awaiting disposition in the courts of New York City. Includes inmate record envelope, commitment papers, detention record, accompanying card, cell location card, visiting card, medical record card, and property envelope. May include reports of infraction and unusual occurrences, or investigations of inmate's work assignment, criminal record, and information on drug abuse. Record is letter size and filed alphabetically by inmate's surname.

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**072**                    **CORRECTION, DEPARTMENT OF**  
**02-001**               **DETENTION INSTITUTION FOR MEN / HDM C-76 Rikers Island**

**00158**                **COURT COMMITMENTS FOR MISDEMEANORS AND FELONY ARR.**

Documents commitment by court of the court of New York for detention. Includes commitment number, type of commitment, name of inmate, charge, amount of fine or length of sentence, and name of court. May include cash bail receipts, criminal record and documents of other criminal justice agencies. Record is 3 1/2 X 8 1/2, and filed chronologically by date of court order.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

Agency:  
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072  
02-001

CORRECTION, DEPARTMENT OF  
DETENTION INSTITUTION FOR MEN / HDM C-76 Rikers Island

00161

**COURT COMMITMENT FOR VIOLATIONS(MAGISTRATE COURT C**

Documents commitment of inmate to custody of com- missioner of Corrections for no more than 15 days by Court of County of New York. Includes commit- ment number, type of commitment, charge, amount of fine and length of sentence, and name of judge. Record is 31/2"x 81/2", and filed chronologically by date of court of court order.

Agency:  
Div/Dept:

072  
02-003

CORRECTION, DEPARTMENT OF  
DETENTION INSTITUTION FOR MEN / Brooklyn- HDM

00159

**COURT COMMITMENTS FOR VIOLATIONS, MISDEMEANORS, OR**

Documents commitment for detention by court of King's County. Includes commitment number, type of commitment, name of inmate, charge, amount of fine or length of sentence, and name of court. May include cash bail receipts, criminal record, and other criminal justice agency documents. Record is 31/2 x 81/2, and filed chronologically by month of commitment and alphabetically by inmate's surname.



**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

Agency:  
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**072**  
**02-003**

**CORRECTION, DEPARTMENT OF**  
**DETENTION INSTITUTION FOR MEN / Brooklyn- HDM**

**09630**

**DETENTION INMATE RECORD FOLDER (INMATE DETENTION F**

Documents the detention of adult males awaiting disposition in the courts of Brooklyn. Includes inmate record envelope, commitment papers, detention record, accompanying card, cell location card, visiting card, medical record card, and property envelope. May include reports of infraction and unusual occurrences, or investigations of inmate's work assignment, criminal record, and in-formation on drug abuse. Record is letter size and filed alphabetically by inmate's surname.

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**072**  
**02-004**

**CORRECTION, DEPARTMENT OF**  
**DETENTION INSTITUTION FOR MEN / Queens- HDM**

**00160**

**COURT COMMITMENT FOR VIOLATIONS, MISDEMEANORS, OR**

Documents commitment for detention by Court of King's County. Includes inmate commitment number, type of commitment, name of inmate, charge, amount of fine or length of sentence, and name of court. May include cash bail receipts, criminal record, and other criminal justice agency documents. Re- cord is 31/2"x 81/2", and filed numerically by in- mate line number.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency:  
Div/Dept:

**072**                      **CORRECTION, DEPARTMENT OF**  
**02-006**                   **NYC ADOLESCENT RECEPTION/DETENTION CNTR. / ARDC C-74**

**00147**                   **DETENTION INMATE RECORD FOLDER (INMATE DETENTION F**

Documents detention of adolescent males, ages 16-20, awaiting disposition in the courts of New York City. Includes inmate record envelope, commitment papers, detention record, accompanying card, cell location card, visiting card, medical record card, and property envelope. May include reports of infractions, unusual occurrences, or investigations, inmate's work assignment, criminal record, and information on drug abuse. Record is letter size, and filed alphabetically by inmate's surname.

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Agency:  
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**072**                      **CORRECTION, DEPARTMENT OF**  
**02-007**                   **HOUSE OF DETENTION FOR WOMEN / Women's House of Detention**

**00148**                   **DETENTION INMATE RECORD FOLDER (INMATE DETENTION F**

Documents the detention of adult and adolescent females awaiting disposition in the courts of NYC. Includes inmate record envelope, commitment papers, detention record, accompanying card, cell locator card, visiting card, medical record card, and property envelope. May include reports of infractions, unusual occurrences, or investigations, inmate's work assignment, criminal record, and information on drug abuse. Record is letter size, and filed alphabetically by inmate surname.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 02-008 DETENTION - GENERAL OFFICE / All Units

**23021 COUNT SLIPS**

Used for inmate count. Arranged by detention center.

Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 02-009 DETENTION INSTITUTION FOR MEN / Anna M. Kross Center - HDM

**09634 DETENTION INMATE RECORD FOLDER (INMATE DETENTION F**

Documents the detention of adult males awaiting disposition in the courts of New York City. In-cludes inmate record envelope, commitment papers, detention record, accompanying card, cell location card, visiting card, medical record card, and property envelope. May include reports of infraction and unusual occurrences, or investigations of in-mate's work assignment, criminal record, and in-formation on drug abuse. Record is letter size and filed alphabetically by inmate's surname.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 02-011 VERNON C. BAIN CENTER

**25705 BOSS CHAIR LOGBOOK**

Logbook containing a listing of inmates names, book and case numbers who were made the subject of a search utilizing the B.O.S.S chair. Listed by date.

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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 02-011 VERNON C. BAIN CENTER

**25706 DAILY HOUSING AREA SECURITY INSPECTION FORM**

Checklist of all areas to be inspected for breaches of security within a housing area or other areas within the facility. Must be completed by each area officer on each tour of duty, signed by both area supervisor and the facility tour commander on that tour.

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**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
Div/Dept: 02-011

**CORRECTION, DEPARTMENT OF  
VERNON C. BAIN CENTER**

**25707 SEARCH/UNSCHEDULED SEARCH LOGBOOK**

Logbook containing details of each scheduled or unscheduled search conducted in a facility on a given tour. Indicates the date, tour of duty, area searched, number of inmates searched (in applicable), listing of staff participating in the search, corresponding staff shield numbers and whether or not contraband was found.

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Agency: 072  
Div/Dept: 02-011

**CORRECTION, DEPARTMENT OF  
VERNON C. BAIN CENTER**

**25708 OVERLOAD LOGBOOK**

Logbook containing the names and book & case numbers of all inmates overloaded to other facilities.

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**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 02-011 VERNON C. BAIN CENTER

25709 2 X 10 MESSHALL LOGBOOK

Logbook containing the names of inmate workers for the messhall area.

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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 02-011 VERNON C. BAIN CENTER

25710 RANDOM SEARCH FORM

Form indicating names of inmates who were randomly searched, the names of staff who performed the search, the type of search conducted, the place where search was conducted, ad the results of that search. The form is signed by officers, area supervisor and the tour commander. One form is completed for each area on each tour or duty. May also reflect a special random search I.E. security risk group inmates, etc.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

Agency: 072  
Div/Dept: 02-011

**CORRECTION, DEPARTMENT OF  
VERNON C. BAIN CENTER**

**25711**

**INJURY TO INMATE REPORT FORM #167R-A**

Form which provides medical documentation for an inmate who is injured, is involved in an altercation; makes an allegation of injury, etc. Form provides a synopsis of injury or claim of injury, a briefing provided by medical staff following examination; treatment rendered and disposition (i.e. transferred to hospital, returned to housing area, etc.).

Agency: 072  
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**CORRECTION, DEPARTMENT OF  
VERNON C. BAIN CENTER**

**25712**

**INVESTIGATION REPORT 6500B**

Form which provides a brief synopsis of an incident which occurred in a facility. Incidents include injury to inmate, discovery of contraband, any unusual incident, etc., and may be a part of an investigation package. Includes names of staff and/or inmates involved, whether contraband was discovered and recovered, and whether injuries or infractions resulted from incident.

**NYC - Dept. of Records & Information Services**  
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Agency: 072  
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CORRECTION, DEPARTMENT OF  
VERNON C. BAIN CENTER

**25713 REPORT AND NOTICE OF INFRACTION FORM 6500A**

Form which describes an offense committed by an inmate, and an investigation of that offense by a supervisor. May or may not be a part of another incident such as a fight, assault on staff, contraband discovery, etc.

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Agency: 072  
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CORRECTION, DEPARTMENT OF  
VERNON C. BAIN CENTER

**25714 CLOSE OF BUSINESS LOGBOOK**

Provides a listing of all close of business requests for a given facility.

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**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 03-000 FACILITIES - PROGRAMS

**12223 LEGAL MAIL LOGS**

Used to document all mail received by inmates. Logs lists inmate name, cell number, Social Security Number, mail from, and signature. Arranged chronologically.  
Inventory Person : AM  
Inventory Date : 5/10/1989

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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 03-000 FACILITIES - PROGRAMS

**12229 MESSAGE FILE**

Consists of messages received for inmates and officers (e.g. notification of death or court recalls). This is a form that is completed and the information is also maintained in a log. The form is maintained in the inmate file folder and this record is the log.  
Arranged chronologically.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
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CORRECTION, DEPARTMENT OF  
FACILITIES - PROGRAMS

**23715 DOC FACILITY VISITOR REGISTER**

CONSISTS OF REGISTER THAT LISTS DATE, TIME IN / SIGNATURE OF VISITOR,  
PASS NUMBER, NAME OF AGENCY, ADDRESS OF AGENCY, AFFILIATION,  
AREA OF VISIT AND TIME OUT / SIGNATURE OF VISITOR. THIS MUST BE  
SIGNED BY ALL VISITORS THAT COME IN THROUGH THE VISITOR CENTER.

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Agency: 072  
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CORRECTION, DEPARTMENT OF  
FACILITIES - PROGRAMS

**23716 FACILITY VISITOR**

THIS BOOK THAT IS SIGNED BY VISITORS SUCH AS EMPLOYEES FROM  
OTHER OFFICES AND CONTRACTORS WHO USUALLY DO NOT COME IN  
THROUGH THE VISITOR CENTER. THIS LOG IS NOT COMPUTERIZED.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 03-000 FACILITIES - PROGRAMS

23717 INMATE VISITOR

A RECORD OF ALL THE INMATES' VISITORS THAT ARE PROCESSED  
THROUGH THE VISITOR CENTER. NOTE: THIS IS NO LONGER A PAPER  
RECORD, BUT STORED ON THE COMPUTER SYSTEM.IIS

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Agency: 072 CORRECTION, DEPARTMENT OF  
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23718 ATTORNEY/COUNSEL/VISITOR

LOG FOR INMATES ATTORNEY AND OR OTHER COUNSEL (I.e. DA'S OFFICE)  
TO SIGN IN WHEN VISITING AN INMATE.

**NYC - Dept. of Records & Information Services**  
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Agency: 072  
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CORRECTION, DEPARTMENT OF  
FACILITIES - PROGRAMS

**23719 RELIGIOUS SERVICES LOG BOOK**

CONSISTS OF DATE, TIME, NAME AND BOOK AND CASE NUMBER OF INMATES  
ATTENDING RELIGIOUS SERVICE IN HOUSING AREA. MAINTAINED IN THE  
PUNITIVE SEGREGATION AREAS.

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Agency: 072  
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CORRECTION, DEPARTMENT OF  
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**23720 SOCIAL SERVICE LOG BOOK**

CONSISTS OF DATE, TIME, REASON AND BOOK AND CASE NUMBER OF  
INMATES ATTENDING SOCIAL SERVICE. MAINTAINED IN THE SOCIAL SERVICE  
AREAS.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072 CORRECTION, DEPARTMENT OF  
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**23721 BARBER SHOP LOG BOOK**

CONSISTS OF DATE, TIME, NAME AND BOOK AND CASE NUMBER OF INMATES RECEIVING BARBERSHOP SERVICES. MAINTAINED IN THE BARBERSHOP AREAS.

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Agency: 072 CORRECTION, DEPARTMENT OF  
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**23722 MEDICAL EMERGENCY LOG BOOK**

CONSISTS OF LOG OF ALL MEDICAL EMERGENCIES IN THE FACILITY WHERE MEDICAL STAFF HAS BEEN DISPATCHED TO AN AREA. MAINTAINED IN THE CLINIC.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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**03-000**      **CORRECTION, DEPARTMENT OF**  
**FACILITIES - PROGRAMS**

**23723**      **HOSPITAL RETURN LOG BOOK**

CONSISTS OF LOG OF ALL INMATES RETURNING FROM A HOSPITAL.  
MAINTAINED IN CLINIC.

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**23724**      **MEDICAL WASTE LOG BOOK**

CONSISTS OF LOG OF ALL BIOHAZARD RED BAGS THAT ARE DISPOSED OF.  
MAINTAINED IN CLINIC.

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**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072 CORRECTION, DEPARTMENT OF  
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**23725 STAFF TREATMENT LOG BOOK**

CONSISTS OF LOG OF ALL STAFF MEMBERS TREATED BY MEDICAL STAFF IN  
FACILITY. MAINTAINED IN CLINIC.

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Agency: 072 CORRECTION, DEPARTMENT OF  
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**23726 CLINIC NEW ADMISSION LOG BOOK**

CONSISTS OF LOG OF ALL NEW ADMISSIONS EXAMINED BY MEDICAL STAFF.  
MAINTAINED IN THE CLINIC.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 03-000 FACILITIES - PROGRAMS

**23727 MENTAL HEALTH LOG BOOK**

CONSISTS OF LOG OF ALL INMATES EVALUATED BY MENTAL HEALTH STAFF.  
MAINTAINED IN MENTAL HEALTH.

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Agency: 072 CORRECTION, DEPARTMENT OF  
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**23728 DISCHARGE PLANNING LOG BOOK**

CONSISTS OF LOG OF INMATES SEEN BY DISCHARGE PLANNING STAFF  
PRIOR TO BEING DISCHARGE FROM THE FACILITY. MAINTAINED IN MENTAL  
HEALTH.



**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
FACILITIES - PROGRAMS**

**23729 MEDICAL ISOLATION LOG BOOK**

CONSISTS OF LOG OF ALL INMATES WHO HAVE BEEN CLEARED BY MEDICAL  
STAFF FOR GENERAL POPULATION HOUSING. MAINTAINED IN MOVEMENT..

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
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**23730 CIVILIAN ORIENTATION LOG BOOK**

CONSISTS OF LOG OF ALL CIVILIANS WHO HAVE RECEIVED ORIENTATION OF  
FACILITIES RULES. MAINTAINED BY SECURITY.

**NYC - Dept. of Records & Information Services**  
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Agency: 072  
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CORRECTION, DEPARTMENT OF  
FACILITIES - PROGRAMS

**23731 REVOKING OF INMATE PRIVILEGES**

MONTHLY REPORT OF INMATES PRIVILEGES REVOCATION.

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Agency: 072  
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CORRECTION, DEPARTMENT OF  
FACILITIES - PROGRAMS

**23732 PROGRAMS MONTHLY STATISTICAL REPORT**

A REPORT OF ALL PROGRAM SERVICES AFFORDED TO INMATES.

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Agency: 072  
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CORRECTION, DEPARTMENT OF  
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**23733 INMATE COUNCIL MINUTES**

MINUTES TAKEN AT MONTHLY INMATE COUNCIL MEETINGS ADDRESSING  
FACILITY CONCERNS.

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Agency: 072  
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CORRECTION, DEPARTMENT OF  
FACILITIES - PROGRAMS

**23734 CALENDAR OF SCHEDULED EVENTS**

MONTHLY FACILITY CALENDAR OF SCHEDULED ACTIVITIES.

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CORRECTION, DEPARTMENT OF  
FACILITIES - PROGRAMS

**23735 SPECIAL EVENTS INITIATIVES**

MONTHLY FACILITY SCHEDULE OF SPECIAL EVENTS PERFORMED.

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Agency: 072  
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CORRECTION, DEPARTMENT OF  
FACILITIES - PROGRAMS

**23736 ACTIVITY SHEET AND MOVIE DISTRIBUTION FORMS**

ACTIVITY FORM CREATED THROUGH EDUCATIONAL SERVICES OF ITEMS  
DISTRIBUTED FOR INSTRUCTIONAL OR COUNSELING CONTEXT TO EACH  
FACILITY FOR INMATES.

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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 03-001 NYC CORRECTIONS INSTITUTION FOR MEN / NYCCIFM Rikers Islai

**00150 SENTENCE INMATE RECORD FOLDER 200 SERIES (INMATE S**

Documents incarceration of adult males convicted of violations and serving sentences of 15 days or less. Includes legal, institutional, and medical. Records generated by Dept. of Corrections and by federal, state, and local criminal justice agencies. May include legal, medical, and psychiatric opinions, correspondence, affidavits, and non-record items. Records are legal size, and filed numerically by facility number, year of incarceration, and inmate commitment number.

Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 03-001 NYC CORRECTIONS INSTITUTION FOR MEN / NYCCIFM Rikers Islai

**00151 SENTENCE INMATE RECORD FOLDER 300 SERIES (INMATE S**

Documents incarceration of adult males serving less than 3 months. Includes legal, institutional, and medical record generated by Dept. of Corrections and by federal, state, and local criminal justice agencies. May include legal, medical, and psychiatric opinions, correspondence, affidavits, and non-record items. Records are legal size, and filed numerically by correctional facility number, year of incarceration, and inmate commitment number.

**NYC - Dept. of Records & Information Services**  
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**072**                    **CORRECTION, DEPARTMENT OF**  
**03-001**                **NYC CORRECTIONS INSTITUTION FOR MEN / NYCCIFM Rikers Islai**  
**00152**                    **SENTENCE INMATE RECORD FOLDER 400 SERIES**

Documents incarceration of adult males serving indefinite sentences of no more than 3 years. Includes legal institutional, and medical records generated by the Dept. of Corrections and by federal, state and local criminal justice agencies. May include legal, medical, and psychiatric opinions, correspondence, affidavits, and non-record items. Record is legal size and filed numerically by facility number, year of incarceration, and inmate commitment number.

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**00155**                    **SENTENCE INMATE RECORD FOLDER 700 SERIES**

Documents incarceration of adult males serving 90 days to 1 year. Includes legal, institutional, and medical records generated by the Dept. of Corrections and by federal, state, and local criminal justice agencies. May include legal, medical, and psychiatric opinions, correspondence, affidavits, and non-record items. Records are legal size, and filed numerically by correctional facility number, year of incarceration, inmate commitment number.

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**00156 SENTENCE INMATE RECORD FOLDER 800 SERIES**

DOCUMENTS INCARCERATION OF ADOLESCENT MALES (16-20) IN THE REFORMATORY; INCLUDES LEGAL, INSTITUTIONAL AND MEDICAL RECORDS GENERATED BY DEPT. OF CORRECTIONS AND BY FEDERAL, STATE AND LOCAL CRIMINAL JUSTICE AGENCIES; MAY INCLUDE LEGAL, MEDICAL AND PSYCHIATRIC OPINIONS, CORRESPONDENCE, AFFIDAVITS, AND NON-RECORD ITEMS. RECORDS ARE LEGAL SIZE AND FILED NUMERICALLY BY CORRECTIONAL FACILITY NUMBER, YEAR OF INCARCERATION, AND INMATE COMMITMENT NUMBER.

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**00157 SENTENCE INMATE RECORD FOLDER 900 SERIES**

Documents incarceration of adult males serving indefinite sentences and participating in program of narcotics abuse control commission (NACC). Includes legal, institutional, and medical records generated by Dept. of Correction, NACC, federal, state, local criminal justice agencies. May include legal, medical, and psychiatric opinions, affidavits, correspondence, and non-record items. Records are legal size, and filed by correctional facility #, and inmate commitment #.

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**03-002**                **NYC CORRECTIONS INSTITUTION FOR WOMEN / NYCCIFW- Wome**  
**00153**                **SENTENCE INMATE RECORD FOLDER 500 SERIES**

Documents incarceration of adult and adolescent females serving indefinite sentences of no more than 3 years. Includes legal, institutional, and medical records generated by Dept. of Corrections and by federal, state, and local criminal justice agencies. May include legal, federal and psychia- tric opinions, correspondence, affidavit, and non- record items. Records are legal size and filed numerically by correctional facility number, year of incarceration, and inmate commitment number.

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**00154**                **SENTENCE INMATE RECORD FOLDER 600 SERIES**

DOCUMENTS INCARCERATION OF ADULT AND ADOLESCENT FEMALES SERVING SENTENCES OF LESS THAN 1 YEAR; IN- CLUDES LEGAL, INSTITUTIONAL, AND MEDICAL RECORDS GENERATED BY THE DEPT. OF CORRECTIONS AND BY FE- DERAL, STATE, AND LOCAL CRIMINAL JUSTICE AGENCIES; MAY INCLUDE LEGAL, MEDICAL, AND PSYCHIATRIC OPINI- ONS, CORRESPONDENCE, AFFADAVITS AND NON-RECORD I- TEMS. RECORDS ARE LEGAL SIZE AND FILED NUMERICALLY BY CORRECTIONAL FACILITY NUMBER, YEAR OF INCARCERA- TION, AND INMATE COMMITMENT NUMBER.



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**00149 SENTENCE INMATE RECORD FOLDER 100 SERIES**

Documents incarceration of adult males convicted of violations and serving 15 days or less. Includes legal, institutional, and medical records generated by Dept. of Corrections and by federal, state and local criminal justice agencies. May include legal, medical, and psychiatric opinions, affidavits, and non-record items. Records are legal size and filed numerically by correctional facility number, year of incarceration, and inmate commitment number.

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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 04-001 RECORDS AND STATISTICS / NYCCIFM

**00142 INMATE LOCATOR CARDS (INMATE REGISTRATION CARDS)**

Documents commitment or transfer of inmate to court detention facility, house of detention, hospital prison ward, or correctional institution. Details inmate name, address, age, race, gender, height, weight, religion, marital status, occupation, education, and inmate drug-use history. May include inmate commitment number. Card is 3"x5" and is arranged alphabetically by inmate's surname.

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**HEALTH AFFAIRS AND NUTRITIONAL SERVICES DIVISIONS**

**25275**      **HEAT SENSITIVE DESIGNATION FORM (CHS-205)**

Documents generated for each incarcerated individual that requires transfer to air conditioned housing after being deemed in need of this type of housing by medical staff. Each for lists the inmate's name, book and case, NYSID and current facility. Each designation is filled individually in its own letter sized folder and filed by year, facility, month and then alphabetically. Each file includes the CHS-205 form, HAU-626 form, inquiry look up screen printouts and housing area printouts from the Department's Inmate Information System (IIS). Due to court mandate, we are required to maintain files of all CHS-205 forms, these are maintained at the Health Affairs Unit's originals.

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**PERSONNEL / Personnel - Manhattan**

**13028**      **ADMINISTRATIVE/GENERAL SUBJECT/CORRESPONDENCE FILE**

Director's administrative source file. Consists of talent search bank, tasks and standards, technical support aides, telephone repairs, time keeping correspondence, top 40 program, training, resolutions, resumes, attendance and lateness, etc, and all other general matters concerning the Dept. of Corrections/Personnel Unit. Arranged alphabetically by subject.

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**CORRECTION, DEPARTMENT OF**  
**PERSONNEL / Personnel - Manhattan**

**13029**

**NON-ROUTINE CORRESPONDENCE BOOKS**

Inter-Gov't reference file, which consists of correspondence of selection justification, retroactive seniority listing, reinstatements, civilian recruitments, career development, and employee of the year. Arranged chronologically by date.

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**PERSONNEL / Personnel - Manhattan**

**13030**

**NON-ROUTINE CORRESPONDENCE FILE (TELETYPES)**

Used to notify all locations of daily actions or announcements made by The Dept. of Corrections. Consists of printouts of Revocation of Suspension, Transfers, Suspensions, Interviews, Funeral Detail and Honor Guard for Correction Officers, Control Monitored Cases, Notification of Death, Promotions, Assignments, Change Over Periods, Commissioner's Messaged, Duty Schedules, and Firearm Training. Arranged chronologically and then by teletype order number.

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**CORRECTION, DEPARTMENT OF**  
**PERSONNEL / Personnel - Manhattan**

**13031**

**ADMINISTRATIVE CORRESPONDENCE/PERSONNEL ORDERS**

Used to document information requested by offices regarding Personnel Actions.  
Consists of agendas, departmental recognition requests, leave of absence, copies of minutes, probation extensions, terminations, uniform appointments, waiver of probation, reinstatements, and all other general matters concerning Dept. of Corrections/Control Service. Arranged alphabetically by subject(category).

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**CORRECTION, DEPARTMENT OF**  
**PERSONNEL / Personnel - Manhattan**

**13032**

**EMPLOYEE RECORD OF SERVICE AND SPECIAL SKILLS**

Consists of index card(#RC-1), which lists name, Social Security Number, date of birth, address, telephone number, prior city service, agency, health plan, pension number, union, special skills, and Personnel Actions. Arranged alphabetically by employee name.

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**CORRECTION, DEPARTMENT OF  
PERSONNEL / Personnel - Manhattan**

**13839**

**ADMINISTRATIVE/GENERAL SUBJECT/ CORRESPONDENCE FILE**

Used for administrative purposes. Consists of Academy Class Rosters, Archives Information, Courts Information, copies of directives, Equal Employment Opportunity, Ethnic Affairs, Facility Planning, Inmate Grievance Program, and other general information regarding Correction/Personnel Division. Arranged alphabetically by subject.

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**CORRECTION, DEPARTMENT OF  
PERSONNEL / Timekeeping - Manhattan**

**13205**

**ADMINISTRATIVE/GENERAL SUBJECT/CORRESPONDENCE FILE**

Used for documenting and monitoring general matters within Timekeeping. Consists of memoranda, correspondence, complaints, PMS Transmittal Forms, teletypes, and all other general matters concerning the Personnel/Time-keeping Unit. Arranged alphabetically by subject.

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**CORRECTION, DEPARTMENT OF**  
**PERSONNEL/PAYROLL**

**12860**

**TIME AND LEAVE SUSPENSIONS (01 & 05)**

Used for error correction of suspended documents. Report lists payroll number(s), work unit, trans-action type, error severity, employee name and social security number with related information. Letter size, arranged chronologically.

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**CORRECTION, DEPARTMENT OF**  
**PERSONNEL/PAYROLL**

**12862**

**NON-TIME AND LEAVE SUSPENSIONS (02 & 06)**

Used for error correction and to list all Non-time and Leave Suspensions regarding Business Event Suspend file and suspended documents. Report lists payroll number, transaction type, error severity, employee name and social security number. Letter size, and arranged chronologically.

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12864

LEAVE BALANCE EXCEPTION CONDITION (056)

Used to identify employees whose leave balances exceed minimum or maximum thresholds. Lists process date, agency, payroll number, payroll distribution code, employee name and social security number, leave balance description, current balance and agency threshold; can have transaction ID and date, pay/leave code and description; input amount, balance number and new balance. Letter size, arranged chronologically.

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12865

NEGATIVE/EXCESSIVE NET REPORT WITH DEDUCTION ARREA

Used to identify employees whose deductions exceed their gross pay and recycled deductions in next pay period. Report lists pay date, pay cycle, agency, payroll distribution code, accepted and rejected payments and deductions, employee name and address, code plan and description with amounts. Letter size, arranged chronologically.

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**12867 PENDING PAY DETAILS AWAITING APPROVAL (160)**

Identifies all pending pay details waiting approval for PMS processing. Report lists payroll/dis-tribution code number, payroll number, and employee name. Letter size, arranged chronologically.

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**12868 ALL PENDING PAY DETAILS (161)**

Used to identify pay details requiring approval for PMS processing. Report lists payroll and dis-tribution code number, pay cycle, transactions violating agency established thresholds, retro-active and mass payments, employee name, social security number, payment status, processed date, pay type code and units entered, computed dollar amount, transaction ID and event specific data. Letter size, arranged chronologically.



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**12869 PAY CHECK DISTRIBUTION CONTROL REPORT (319)**

Lists all checks and/or pay stubs printed for current pay period. Report details pay date and cycle, payment method, payroll number and distribution code, memo, Commissioner and regular checks, employee name and ID number. Letter size, arranged chronologically.

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**12873 EMPLOYEE EARNINGS REGISTER (340) - PAPER**

A reference tool detailing individual components of employee's quarterly earnings. Report (quarterly microfiche) lists payroll number, pay period, work unit, budget code and line, check type, current annual salary, payroll distribution number, name and social security number, total gross and net earnings and, total deductions Letter size, arranged chronologically.

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**PERSONNEL/PAYROLL**

**12875**      **HOLDING ACCOUNTS (410 & 411 PTS. I-III )**

Provides routine information on current trans- actions regarding default, cumulative events list- ing, data by unit of appropriation and summa- rization by object code. Report lists agency, fiscal year, budget code, and pay date; can have employee name and ID number, gross amount, comments, report category and paycycle, error, pointer, and default indicators. Letter size, arranged chronologically.

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**12879**      **OVEREXPENDED UNITS OF APPROPRIATION (450)**

Used to identify overexpended units of appropri- ation for modification. Report lists pay date, agency, fiscal year, pay cycle, budget code, object code, pay cycle payroll amount and pay type code. Letter size, arranged chronologically.

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12881

**PAY CYCLE PAYROLL REFUND (465)**

Lists all refund transactions processed since last pay period. Report lists payroll number and distribution code, check number, employee name and ID number, work units, pay type code and amount, date of original check, pay type description, budget code and line. Letter size, arranged chronologically.

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12884

**TOTAL DOLLAR EARNINGS CAP (500 PTS. I & II)**

Used to monitor earnings of civilian employees against the citwide cap, as defined by the Office of Municipal Labor Relations. Report lists payroll number and distribution code, employee name and social security number, base salary, dollars less and greater than cap. Letter size, arranged chronologically.

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**12885 PROJECTED GROSS ANNUAL SALARY (505)**

Used to monitor equalization of overtime and awarding of merit/salary increases.  
Report lists payroll number, work unit, month, current annual salary, percent of salary, projected gross annual salary, title code, years in city service and citywide agreement, employee name and ID number. Letter size, arranged chronologically.

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**12887 EARNED OVERTIME PERCENTAGE REPORT BY TITLE (506)**

Provides a lists of all employees who earned over- time in the past twelve months.  
Report lists pay date, payroll number, title code, collective bar- gaining unit, employee name and ID number, maximum overtime allowed, pension number, birth date, employees annual salary and work unit. Letter size, arranged chronologically.

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**12889**                **TOP 100 OVERTIME EARNERS (515-517)**

Used to document overtime information by fiscal year, fiscal year averages by title, last twelve months, last twelve months averages by title, calendar year - to - date and calendar - to - date by title. Also lists agency, quarter ending, payroll number, overtime to date, employee name and ID number. Letter size, arranged chronologically.

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**12890**                **JURY DUTY (551)**

Lists all employees serving as jurors with specific dates of service. Report lists payroll number, month/year, employee name and ID number, level event code, title code level, suffix and description, work unit, payroll distribution code, date paid and amount. Letter size, arranged chronologically.

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**12891**

**PARTICULAR DAY INQUIRY (560)**

Lists employee sick leave events on given day and cost of absences to agency.  
Report lists payroll number, date, event type, title code and description and number of employees. Letter size, arranged chronologically.

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**12892**

**ABSENCE CONTROL (565)**

Lists employees involved in Department of Personnel and new calculation actions for controlling absences. Report details payroll number, actual step, employee name, work location and unit, title number, description, supervisor conference date, sick leave balance, years in service and month. Letter size, arranged chronologically.

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**12893**

**AGENCY EVENT SPECIFIC DATA (650)**

Reports exception events to which codes have been assigned. Report lists pay date, payroll number, event type, title code, date, work unit, occurrence date, total dollar payment and time entered, title code and description, and dollar amount. Letter size, arranged chronologically.

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**12894**

**EMPLOYEE ROSTER - PROVISIONALS BY TITLE CODE (692)**

For reference purposes. Report lists provisional employees and attributes within each title, and the total number of provisional step-ups. Sorted by payroll number, title code, and employee name. Letter size, arranged chronologically.

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**12895 EMPLOYEE ROSTERS - PAYROLL DISTRIBUTION CODE (693)**

Report lists payroll distribution codes assigned to each employee. Sorted by payroll number, payroll distribution code, and employee name. Letter size, arranged chronologically.

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**CORRECTION, DEPARTMENT OF  
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**12896 EMPLOYEE ROSTER - ALPHA SORT (694)**

Report alphabetically lists all employees within an agency. Sorted by payroll number and employee name. Letter size, arranged chronologically.

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**12897**

**EMPLOYEE ROSTER -TITLE CODE (695)**

Report lists all employees and attributes in each title within an agency. Sorted by payroll number, title code, and employee name. Letter size, arranged chronologically.

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**12898**

**EMPLOYEE ROSTER - SOCIAL SECURITY (696)**

Report numerically lists employees in an agency by their social security number. Sorted by pay-roll number, and employee name. Letter size, arranged chronologically.

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**12899**

**EMPLOYEE ROSTER - ADDRESS (697)**

Report lists employees' addresses (street, county, state, and zip). Sorted by payroll number and employee name. Letter size, arranged chrono- logically.

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**12906**

**LEAVE BALANCE BY WORK UNIT (711)**

Monitors each employee's leave balance on pay period basis. Report lists payroll number, em- ployee name and social security number, payroll distribution code, check ID number, leave status and time. Letter size, arranged chronologically.

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12907

**ANNUAL EMPLOYEE LEAVE STATEMENT (720)**

Issued annually to provide each employee with a statement of leave accruals for each leave year. Report lists payroll number, payroll distribution code, employee name, and balance number. Report is letter size.

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12908

**EMPLOYEE LEAVE DETAILS REPORT (721)**

Provides a detailed history of leave occurrences for each employee during a particular month. Report lists payroll number, balance, event type and date, manual adjustment, leave usage units entered, leave accrual earned and closing balance. Letter size, arranged chronologically.

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**PERSONNEL/PAYROLL**

**12910**

**AMENDED EMPLOYEE LEAVE STATEMENT (725)**

Confirms balance accruals and usages for leave year after adjustments to original statement. Report lists payroll number and distribution code, balance number, leave balance description, title code/suffix and employee name, and social security/check digit number and work unit. Letter size.

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**12911**

**HISTORY OF EMPLOYEE ATTRIBUTES (740)**

Details agency employee's current status and in-formation history. Report lists date, employee name, address and ID number, pension number, veteran status, time bought and birth, payroll and job sequence number, title description, budget line, and line. Letter size.

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12912 ACCEPTED/REJECTED TRANSACTIONS (800 & 900 SERIES)

Reflects all exception events entered on previous days. Can cover accepted, accepted with warning, and rejected as part of system. Report lists payroll number, transaction type, social security number, deduction code, and employee name and address. Also details various business events. Letter size, arranged chronologically.

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12914 MEAN SALARY AND RANGE BY TITLE/SALARY SURVEY (883)

Indicates the number of employees in each title code and mean salaries within each title code. Report lists agency, employee classification, title description, salary range and total salary, regular employees, managerial and non-managerial. Letter size, arranged chronologically.

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**12915**

**WORK UNIT ROSTER (1050 & 1060)**

Provides a list of all employees receiving pre-printed Employee Time Reports (ETRs). Report lists payroll number or work unit, employee name and social security number, title code/suffix and description, work location and distribution number. Letter size, arranged chronologically.

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**12916**

**TIME SHEET STATUS REPORT (1100 & 1101)**

Provides information regarding Employee Time Re-ports (ETRs), for work unit matters with detail or ETR status summary data. Report lists pay cycle, week and payroll number, work unit, ex-ception/positive indicator, week number, employee name and social security number. Letter size, arranged chronologically.

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12918      ETR (EMPLOYEE TIME REPORT) PURGE (2000)

Lists suspended business events purged from same database per indicated week.  
Report lists payroll number, week number, business suspense key and social security  
number. Letter size, arranged chronologically.

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12918      EXCEPTION PAYMENTS FORMS

Used to input information on all unusual payment situations. Forms have signatures  
of preparer, supervisor, and input operator. Includes Request for Supplemental  
Payroll, Mass Payment Approval, Individual Approval/Hold/Delete, and Employee  
Level Payment Hold/Approval. Letter size, arranged chronologically (by pay period).

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**CORRECTION, DEPARTMENT OF  
PERSONNEL/PAYROLL**

**12919**

**PERSONNEL STATUS PROCESSING FORMS**

Used to adjust job status of employees. Includes Job Appointments Form, Interagency Transfer Out, Change to Employee Address, and Change to Employee Social Security No. Letter size.

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**CORRECTION, DEPARTMENT OF  
PERSONNEL/PAYROLL**

**12920**

**PMS PROCESSING FORMS**

Used to process/input information into PMS system. Includes Change Agency Specific Data Input (form), Payroll Reconciliation Worksheet, Stop Payment Notice, Retro Pay Trigger, and Employee Time Report. Letter size, arranged chronologically.



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**OFFICIAL - RECORDS RETENTION SCHEDULE**

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**CORRECTION, DEPARTMENT OF  
PERSONNEL/PAYROLL**

**13027**

**UNIFORM AND CIVILIAN EMPLOYEES' PERSONNEL FOLDERS**

Consists of Service Record Card, correspondence, Personnel History Questionnaire, Health Insurance Authorization, Performance Evaluation, Annual Time Card, Copies of birth certificate, S.S. card, army discharge papers, photo of employee, Agency Separation workpapers, and other Personnel annual records. Arranged alphabetically by employee name.

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**CORRECTION, DEPARTMENT OF  
PERSONNEL/PAYROLL**

**23917**

**PAYROLL REGISTER (320 PARTS 1 - 111) PAPER**

Maintained as primary source for agency payroll data. the report lists pay date and cycle, entity, payroll distribution code, name, Social Security number, pension number and designator, marital status, gross pay data, deductions and related information. Arranged alphabetically by job title, then chronologically.

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**07-002**                **PERSONNEL/PAYROLL**

**23918**                **PAYROLL REGISTER (320 PARTS I - III) MICROFICHE**

Maintained as primary source for agency payroll data. The report lists pay date and cycle, entity, payroll distribution code, name, Social Security number, pension number and designator, marital status, gross pay data, deductions and related information. Arranged chronologically.

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**07-002**                **PERSONNEL/PAYROLL**

**23919**                **PAYROLL CLASSIFICATION CARDS**

Used to provide information on former employees. Consists of 3 by 5 cards giving tax class, HIP class, union information, name of employee, code regulation number, position number, title, location, pay slot, FICA class, pension rate, can also carry handwritten notes on the back of the card.

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CORRECTION, DEPARTMENT OF  
PERSONNEL/PAYROLL

23921

**EMPLOYEE ROSTERS - PAYROLL DISTRIBUTION CODE (695)**

The report lists payroll distribution codes assigned to each employee. Sorted by payroll number, payroll distribution code and employee name. Letter size; arranged chronologically.

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CORRECTION, DEPARTMENT OF  
PERSONNEL/PAYROLL

23922

**PAY CYCLE EVENT DETAIL (700) - PAPER**

Provides a detailed account of pay and leave transactions with current pay cycle processed deduction and summary adjustments. The report lists payroll number, distribution code, employees title, budget code, pension and salary, transaction indicator, detail type, event codes, unit entered, event amount, effective date, gross pay, total deductions and net pay. Arranged chronologically.

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**CORRECTION, DEPARTMENT OF**  
**PERSONNEL/PAYROLL**

**23923**

**PAY CYCLE EVENT DETAIL (700) - MICROFICHE**

Provides a detailed account of pay and leave transactions with current pay cycle processed deduction and summary adjustments. The report lists payroll number, distribution code, employee title, budget code, pension and salary, transaction indicator, detail type, event codes, unit entered, event amount, effective date, gross pay, total deductions and net pay. Arranged chronologically.

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**CORRECTION, DEPARTMENT OF**  
**PERSONNEL / Recruitment - Manhattan**

**13597**

**ROUTINE GENERAL SUBJECT/CORRESPONDENCE FILE**

Routine workfile, which consists of copies of Personnel Transaction Form(Appointments), work-shop information, orientations, seminars, copies of Employees Roster-Provisional By Title Code With Totals(PMS), appointment lists, new appointments, reinstatements, workpapers, promotion lists, change in status or title, vacancy notices, appointment sheets, and memoranda. Arranged alphabetically by subject.

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**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency:  
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CORRECTION, DEPARTMENT OF  
PERSONNEL / Recruitment - Manhattan

13599

ADVERTISEMENT PAYMENT FILE

Consists of copies of Purchase Orders for advertisement payments, position being advertised/job description/qualifications, copy of advertisement, and copies of invoices. Arranged chronologically by month.

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CORRECTION, DEPARTMENT OF  
PERSONNEL / Recruitment - Manhattan

13602

DISPOSITION OF CERTIFICATION OF ELIGIBLES LIST-DUP

Consists of Civil Service List, which lists Dept., name, title of promotion, title code, date of certification, salary, date of disposition, number of appointments made, list number, name of candidate, whether accepted or rejected, and appointing officer's signature. Arranged alpha- betically by title name.

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**07-004**

**CORRECTION, DEPARTMENT OF**  
**PERSONNEL / Recruitment - Manhattan**

**13603**

**MEDICALS FOR DIETARY AIDES / QUALIFIED - DUPLICATE**

Consists of copies of Medical History, Pre-Employment Medical Disposition, Medical Exam, History Immunization, Medical Questionnaire and Medical Record, and Laboratory Reports. Arranged Chrono-logically by month.

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**CORRECTION, DEPARTMENT OF**  
**PERSONNEL / Recruitment - Manhattan**

**13604**

**MEDICALS FOR DIETARY AIDES / NON-QUALIFIED**

Consists of Medical History, Pre-Employment Medical Disposition Medical Exam, History Immunization, Medical Questionnaire and Medical Record, and Laboratory Reports. Arranged chrono-logically by month.

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**NYC - Dept. of Records & Information Services**  
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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 07-004 PERSONNEL / Recruitment - Manhattan

**13605 RESUMES**

Consists of resumes, call letters for positions, list of interviews, Personnel Order/Vacancy Notice. Arranged alphabetically by position or title name.

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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 07-004 PERSONNEL / Recruitment - Manhattan

**14303 VACANCY NOTICES - COPIES**

Consists of copies of Disposition of Certification of Eligible List printout, Certification/Disposition Turnaround Document which indicates number of certifications, number of dispositions, and disposition results. Also may include letter to the eligible to notify the results or outcome of position, call letter, notes, mailgram to eligible. Arranged alphabetically by position, and then chronologically by month.

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**072**                      **CORRECTION, DEPARTMENT OF**  
**07-005**                **PERSONNEL / Applicant Investigation Unit**  
**15554**                **APPOINTMENT SHEETS - DUPLICATES**

Used to inform the Equal Employment Opportunity Officer, Budget, Personnel Division and Health Management Divisions of the recruits' appointments. Comprises a form noting recruit's name, sex, status, salary, effective date, shield number, social security number, number of dependents, address, exam number and assignment. Arranged chronologically by appointment date.

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**072**                      **CORRECTION, DEPARTMENT OF**  
**07-005**                **PERSONNEL / Applicant Investigation Unit**  
**15555**                **ORIENTATION/FINGERPRINTING ATTENDANCE SHEET**

Used to document and verify the candidate's attendance at the orientation and fingerprinting session. Comprises a form noting list number, name, address, signature and social security number of the candidate. Arranged chronologically by orientation date.



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**OFFICIAL - RECORDS RETENTION SCHEDULE**

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**07-005**

**CORRECTION, DEPARTMENT OF  
PERSONNEL / Applicant Investigation Unit**

**15556**

**CANDIDATES - NOT QUALIFIED**

A record of those candidates not eligible for employment because of the results of a medical examination. Folders include results of medical and psychological examination and related correspondence. Arranged alphabetically by candidate's surname.

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**CORRECTION, DEPARTMENT OF  
PERSONNEL / Applicant Investigation Unit**

**15558**

**APPLICANT INVESTIGATION FOLDERS - HIRED**

Used to document findings of the investigation of an applicant. Folder carries approval signature of the Director of Personnel. It includes copies of birth certificate, social security card, public assistance statement, I-9, Rapsheet, driver's license, letters of support, proof of residence, fingerprints and other miscellaneous documentation. Arranged chronologically by appointment date, then by candidate's list number.

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**CORRECTION, DEPARTMENT OF**  
**PERSONNEL / Applicant Investigation Unit**

**15559**

**PERSONNEL FOLDERS**

Documents information vital to employees' appointment, recruitment and work history. Includes copies of birth certificate, high school diploma, social security card, fingerprints, oaths of office, college degrees, W4 Forms, Service record card, pre-employment questionnaire, appointment letter and a copy of the appointment list. Arranged chronologically by appointment date then alphabetically by surname.

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Agency:  
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**CORRECTION, DEPARTMENT OF**  
**PERSONNEL / Applicant Investigation Unit**

**15563**

**APPOINTMENT LOGS**

Used to document various interview dates and the action taken with regards each applicant during the investigation process. Log lists candidate's name, appointment date for medical and psychological examination, social security number, action taken and list number. Arranged by examination number.

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**NYC - Dept. of Records & Information Services**  
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**CORRECTION, DEPARTMENT OF**  
**PERSONNEL / Applicant Investigation Unit**

**15578**

**PRE-EMPLOYMENT MEDICAL FOLDERS**

Used to document results of the medical investigation of applicants. Folders contain copy of pre-employment medical disposition, original medical report, related follow-up correspondence and pre-medical test records. Arranged numerically by examination and list number.

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**CORRECTION, DEPARTMENT OF**  
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**15612**

**CANDIDATES INFORMATION CARDS (PRE - 1993)**

Used to reference psychological case files. Consists of 3"x5" cards giving candidate's name, case number, social security number, date, group number, list number, complete home address and home and business telephone numbers. Arranged by candidate's surname.

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**CORRECTION, DEPARTMENT OF**  
**PERSONNEL / Applicant Investigation Unit**

**15614**

**ORAL INTERVIEW LOG (PRE - 1993)**

Used to identify candidates who showed up for oral psychological screening. Log gives date and time of appointment, candidate's name, list and case number. Arranged chronologically by interview date.

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**CORRECTION, DEPARTMENT OF**  
**PERSONNEL / Applicant Investigation Unit**

**15617**

**INTERVIEW ATTENDANCE LOG (PRE - 1993)**

Used to verify candidate's attendance to psychological screening interview. Log records candidate's list number, name, temporary and final scores, date, case number and ethnicity. Arranged chronologically by appointment date.

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**CORRECTION, DEPARTMENT OF**  
**PERSONNEL / Applicant Investigation Unit**

**15618**

**DOCUMENT COLLECTION AND WRITTEN PSYCHOLOGICAL SCORE**

Used to record interview dates and dates when documents were received. Log gives name, list number, date of appointment, reschedule date and other comments relative to document collection. Arranged by eligible list number.

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**CORRECTION, DEPARTMENT OF**  
**PERSONNEL / Applicant Investigation Unit**

**15676**

**EMPLOYEES' TIMESHEETS**

Consists of copies of staff's overtime reports, requests to be excused from duty and attendance sheets signed by the Manager. Arranged chronologically by the month.

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**NYC - Dept. of Records & Information Services**  
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**CORRECTION, DEPARTMENT OF  
PERSONNEL / Applicant Investigation Unit**  
**15677 EMPLOYEES' INSTITUTIONAL PERSONNEL FOLDERS**

Consists of the personnel folders of the Unit's employees and contain copies of absence requests forms, notices of personnel action, evaluation sheets, memoranda and notes. Arranged alphabetically by employee's surname.

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
PERSONNEL / Applicant Investigation Unit**  
**15678 PRE-EMPLOYMENT SIGN-IN SHEETS**

Used to verify and record candidate's attendance at pre-employment class. Consists of form giving the date, candidate's name, signature, social security number and list number. Arranged chronologically by pre-employment class date.

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
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**15679 GENERAL SUBJECT/ADMINISTRATIVE FILES**

Used for information purposes, consists of correspondence, memoranda and reports relating to overall administration, and management. Arranged alphabetically by subject.

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
PERSONNEL / Applicant Investigation Unit**

**15694 DISPOSITION LISTS**

Used to provide basic information about a candidate's application and pre-employment investigation. This list includes the same information as the certification turnaround document in addition to disposition details. Information includes candidate's name, social security number, address, list number, rating and disposition comments. Arranged numerically by examination and list number.

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**NYC - Dept. of Records & Information Services**  
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**CORRECTION, DEPARTMENT OF  
PERSONNEL / Applicant Investigation Unit**

**15701**

**CERTIFICATION AND DISPOSITION TURNAROUND DOCUMENT**

Used to record the disposition of candidates. A computer generated document giving certification and disposition information such as final average, social security number, residency code, address, hold status, retroactive seniority date, appointment date, qualification code, action code, birthdate of those hired only, location, salary, shift, tenure, address, comments and list number. Arranged by examination number.

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
PERSONNEL / Applicant Investigation Unit**

**15705**

**FOLDER RECEIPTS**

Used to acknowledge receipt of folders sent to and returned by the parts of the Personnel Division. Receipts list exam number, list number, the date received and the signature of person receiving folder at the Personnel Division. Arranged by examination number, then chronologically.



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CORRECTION, DEPARTMENT OF  
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**15706 FOLDER TRACKING LOG - CERTIFICATION**

Used to document the movement of folders between the parts of the Personnel Division and Applicant Investigation Unit. Log gives list number and examination year, date sent out and the date returned. Arranged by examination, then chronologically.

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CORRECTION, DEPARTMENT OF  
PERSONNEL / Applicant Investigation Unit

**15707 APPLICANTS INVESTIGATION FOLDERS - NOT HIRED**

Used to write summary statement to Dept. of Personnel outlining reasons why person was not hired. Folder includes copies of birth certificate, social security card, public assistance statement, driver's license, letter of support, proof of residence, finger prints, medical report, personnel history questionnaires and handwritten summary of investigation findings. Arranged numerically by examination and list number.

**NYC - Dept. of Records & Information Services**  
**OFFICIAL - RECORDS RETENTION SCHEDULE**

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
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**15710 SUMMARY REPORTS - DUPLICATES**

Used for reference purposes. Consists of copies of summary reports of investigative findings of applicants who were not hired. Arranged numerically by case number.

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
PERSONNEL / Applicant Investigation Unit**

**18796 APPLICATION FOLDER TRACKING LOG - POST AUDIT**

Used to document the date applicants investigation folders were sent to Department of Personnel. Log lists date received, case number, candidates's name and date of appointment. Arranged chronologically.

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CORRECTION, DEPARTMENT OF  
PERSONNEL / Applicant Investigation Unit  
18868 PSYCHOLOGICAL FOLDERS - (PRE-1993)

Used to document the results of the psychological screening. Includes psychological screening report signed by interviewer and psychologist, interviewer's handwritten notes, personal history questionnaire, consent forms, data sheets, answer sheets, computer generated analysis of the screening for Personal Profile, Law Enforcement Profile and Personality Inventory. Arranged numerically by case number.

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CORRECTION, DEPARTMENT OF  
INFORMATION SERVICES DIVISION / All Units  
18940 OVERTIME REPORTS

Consists of overtime reports which lists institution, date, employee name, title, reason for over- time, signature, amount of overtime hours, shield number, Social Security Number, and Commander's signature of approval.

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Agency: 072  
Div/Dept: 09-001

**CORRECTION, DEPARTMENT OF  
INFORMATION SERVICES DIVISION / All Units**

**18941 INSTITUTIONAL OFFICER'S ASSIGNMENT LOG**

Consists of log which lists incidents of any type, officer's assignment, posts, and officer sign in/ out. Arranged chronologically.

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
INFORMATION SERVICES DIVISION / All Units**

**18942 PROPERTY RECEIPT BOOKS**

Consists of receipt books which lists receipt number, institution, date, inmate name, commitment number, where property taken, quantity, and signature. Arranged numerically by receipt number.

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**CORRECTION, DEPARTMENT OF  
INFORMATION SERVICES DIVISION / All Units**

**18943**

**CASHIER'S COMMISSARY SHEET (INMATE COMMISSARY SHEE**

Documents inmate's request for funds to purchase items from commissary. Includes inmate's name and signature, cell number, and amount requested. Document is legal size and is filed chrono-logically by date of request and numerically by sheet number which corresponds to a floor and tier location.

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
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**18944**

**NON-ANNUAL TIME SHEETS (CIVILIANS)**

Consists of time sheets which lists work unit, name, tour of duty, I.D. number, signature in/ time/lunch in-out/signature out, absence, over- time, supervisor, and exception approval. Arranged alphabetically by employee name.

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
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**18945 INMATE WEEKLY WORK RECORD AND PAYROLL (NON-ANNUAL)**

Consists of Inmate Weekly Work Record and Payroll, which lists shop worked in, week, institution, total hours, rate per hour, total earned, inmate name, commitment number, inmate signature, and approval signature. Arranged chronologically.

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Agency: 072  
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**CORRECTION, DEPARTMENT OF  
INFORMATION SERVICES DIVISION / All Units**

**18946 INSTITUTIONAL REGISTER OF PRISONERS**

Log used for keeping track of prisoners, which are moved to and from courts. Lists inmate name, transferred to court, returned from court, Remarks and counts. Arranged chronologically.

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**NYC - Dept. of Records & Information Services**  
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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 10-001 TRIALS AND LITIGATION DIVISION

**23586 DISCIPLINARY FOLDER**

Disciplinary folder includes memorandum of complaint, supervisor's complaint report (aka form 454), closed memorandum, charges and specifications, after employee performance service report (aka 22R): Negotiated Plea Agreement, related reports relative to rules and regulations violated, copies of time sheets (if applicable), certificate of disposition (if applicable), copy of investigative file (if applicable, contains reports, background information, police reports, DVD(s), tapes (s), photographs), transcript(s), exhibits (if applicable). Arranged chronological by case number and year).

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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 11-000 MUNICIPAL RECORDS MANAGEMENT DIVISION

**24242 TIME SHEETS**

Used for monitoring employee's daily attendance. Lists title, signature, time-in, lunch time out and in, time out and time out and remarks. Arranged chronologically by date.

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**CORRECTION, DEPARTMENT OF  
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**24261 GRIEVANCE CASE FILES**

Used for orderly presentation and determination of collective bargaining agreement related disputes. Includes Step-One (I) and Step-Two (II) Decisions, and appeals from union to Step-Three (III) hearing, Step-Three Decisions, and related correspondence. Letter and legal size arranged in alphabetical order by surname of grievant.

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**CORRECTION, DEPARTMENT OF  
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**24281 PETTY CASH**

Consists of receipts and copy of reimbursement.



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**CORRECTION, DEPARTMENT OF  
MUNICIPAL RECORDS MANAGEMENT DIVISION**

**24282**

**BUDGET MODIFICATIONS**

Forms used to propose required adjustments to agency budgets. Modifications include: Batch Control, Operating Budget Modification, Position Schedule Modification, and Cross Validation and Update. Letter sized, arranged by date in bound volumes.

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**CORRECTION, DEPARTMENT OF  
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**24284**

**AUDIT FILES**

Record of fiscal year audit conducted by outside accounting firm. Includes Analysis of Actions and Proceedings, correspondence, reports, analysis sheets, and related backup information. Arranged chronologically by fiscal year.

**NYC - Dept. of Records & Information Services**  
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Agency: 072 CORRECTION, DEPARTMENT OF  
Div/Dept: 11-000 MUNICIPAL RECORDS MANAGEMENT DIVISON

**24288 CAPITAL BUDGET FILES**

Used for documentation of Agency's Capital Commitment Plan. Includes: capital budget information, monthly commitment plan reports, annual commitment plan and targets (certification to proceed) information and OMB memos/request. Letter and Legal sized documents. Arranged alphabetically by subject.

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Agency: 072 CORRECTION, DEPARTMENT OF  
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**24298 JAIL TIME**

These files are the review of jail time petitions that are filed by inmates claiming they are owed time. The file includes legal research and court filings by the General Counsel.

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**CORRECTION, DEPARTMENT OF  
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**24299 BUREAU CHIEF OF ADMINISTRATION**

These records consist of disciplinary charges against members of service, chronic sick appeals, outside employment request, firearm review board, announcement vacancies with in the Department, correspondence between the facilities, Commissioners, subordinates and the Bureau Chief of Administration.

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